

SANDY CITY
APPROVED POSITION SPECIFICATIONS

- I. Position Title: Long Range Planning Manager
- | | |
|-----------------------|----------------|
| <u>Revision Date:</u> | 03/2017 |
| <u>EEO Category:</u> | Professional |
| <u>Status:</u> | Exempt (Prof.) |
| <u>Control No:</u> | 30671 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Planning Director (Division Head), acts as a team leader with other planners, specifically supervising the Long Range Planning Section within the Planning Division; performs a high level of professional planning activities pertaining to long range planning including land use, transportation, zoning, demographics, economic development, and other areas of planning impact.

III. Essential Duties:

PROJECT REVIEW AND DEVELOPMENT

- Responsible division planner as “Keeper” of the General Plan and Area Master Plans.
- Develops and directs division long range planning efforts in updating General Plan elements.
- Coordinates plan updates with City Administration, other City Departments and citizen groups.
- Reviews applications for General Plan Amendments for conformance to the General Plan.
- Processes necessary hearing notices.
- Implements on-going education efforts to publicize and educate groups about the Plan.
- Coordinates various sub-elements of the General Plan with affected City Departments
- Coordinates citizen participation.
- Reviews rezoning applications for conformance to the General Plan.
- Writes staff reports and recommendations for Planning Commission and City Council review.

CDBG PROGRAM

- Responsible for administration of the City’s Community Development Block Grant (CDBG) program, including committee liaison, budget, contracting for program funding, monitoring projects for compliance with federal laws and payment approvals for sub-recipient contracts.
- Responsible for required submittal documents to Denver HUD field office, including grant application, comprehensive plan preparation and quarterly and year-end reports.
- Prepares and coordinates all CDBG public hearing notice requirements.
- Responsible for familiarity with federal laws and HUD programs as they affect implementation of Block Grant programs on a local level.

PUBLIC CONTACT

- Provides technical information and answers questions relating to planning, zoning and development procedures for residents, developers, builders, architects, engineers, realtors, etc. in person and on the phone.

PLANNING COMMISSION AND CITY COUNCIL INTERFACE

- Researches, writes and presents reports on specific projects and issues to be reviewed and acted upon by the Planning Commission and City Council.
- Involves and keeps the Planning Commission and City Council informed with various steps required to develop plans, projects and updates.

TEAM LEADER AND SUPERVISOR

- Assists staff planners and interns in the research, review and coordination of projects, development applications, variance and special exception requests and development issues.
- Tracks projects through the approval process and keeps planning staff, applicants and other inter-departmental staff informed as to status and progress.

IV. Marginal Duties:

- Assists Planning Director in setting and managing the Planning Commission Agenda, staff reports, field trips, and meeting set-up.
- Acts as a staff liaison to a volunteer citizen committee as assigned.
- Performs other duties as assigned.

V. Qualifications:

Education: Requires a bachelor's degree in urban planning or an equivalent degree.

Experience: Requires five years of progressively increasing planning experience working in local government or comparable organization.

Certifications/Licenses: AICP (American Institute of Certified Planners) Certification preferred. Class C (Commercial Drivers License) required within 6 months of hire.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Principles and practices of community development, local government operation and structures, urban planning and design; transportation, strategic planning, capital improvement planning, development review, Federal Land Use Law, Utah State Land Use Law, principles of public relations, map reading and interpretation, rudimentary math skills, and use of engineering and architectural scales.

Responsibility for: Managing City General Plan approvals, helping City officials to make good decisions through the use of reliable information and appropriate recommendations, affecting the community and the activities of people for years to come; responsibility to supervise the workload and planning activities of other planners or interns within the section; working effectively across section lines to achieve work goals of the Division; responsibility for care, condition and use of materials, equipment, resources, etc.

Communication Skills: Communicate effectively verbally and in writing; communicate effectively in person and on the phone with City employees, citizens, developers and contractors regarding City ordinances, procedures and development standards; work effectively with upset customers in maintaining and improving the City's public image; work in group situations using tact and judgment in generating and implementing creative solutions in a cooperative manner.

Tool, Machine, Equipment Operation: Frequent use of office equipment, including personal computer, scanners, cameras, electronic presentation equipment, telephone, fax machine, calculator, and copy machines.

Analytical Ability: Ability to apply general principles of planning, City ordinances and the City General Plan effectively; analyze and organize data and development information for effective public dissemination; establish goals and priorities; use of innovation and creative design to implement City goals, policies and programs.

VI. Working Conditions:

Physical Demands: While performing duties of job, employee typically handles office equipment, objects or controls; may frequently bend, stoop or crouch; and frequently communicates with others. Employee will sit or stand for long periods of time and may occasionally move up to 20 pounds. Verbal interaction and listening skills necessary to deal effectively with the public

Work Environment: Employee will work in a generally comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to moderate exposure to deadlines; constant need for viewing plans, documents, ordinances, maps, etc. and overtime. Work subject to on-going supervision.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment,

compensation or contract rights to any person or persons. This update job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVE BY: _____ DATE: _____